



JUL 2 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Request for Change in Logistics Office and Office  
of Comptroller Tables of Organization

1. Attached as Tab A is a memorandum dated 2 June 1954 from the Chief of Logistics requesting that two positions currently carried on the Logistics Office Table of Organization be transferred to Machine Records Division, Office of the Comptroller.

2. At the inception of the requirements tabulating machine work for the Logistics Office, it was desirable that this office employ personnel possessing the knowledge of requirements development. As the developmental work has largely been completed and systems established for the processing of logistics material data, the continuing workload is more properly a normal electric accounting machine type of activity and should be accomplished by the Machine Records Division.

3. As the machine work in connection with the Logistics Office requirements is currently being performed by Logistics Office personnel physically located in the Machine Records Division, it is proposed to place these persons under the direct supervision of that division.

4. Concurrence by the Assistant Director for Personnel is indicated by memorandum dated June 30 (Tab B). Tab C, memorandum from the Chief, Budget Division, concurs in the transfer providing ceiling, funds and incumbents are transferred. Specific placement of the two positions within the Machine Records Division Table of Organization is also indicated in this tab.

5. The transfer of the two positions will reduce the Logistics Office ceiling by two and increase the Office of the Comptroller by two ceiling positions. Your approval is recommended.

6. This is one of the two adjustments listed in Appendix No. 2 to the Staff Study dated 30 June 1954, now in your office. Approval of this request prior to action on the above mentioned Staff Study will have the effect of reducing the 30 May Logistics Office civilian ceiling from [REDACTED] A corresponding decrease

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should also be made in the PROPOSED PERSONNEL CEILING shown in Appendix No. 2 to the June 30 staff study from [REDACTED]. The increase proposed in the June 30 staff study remains nine.

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Chief, Management Staff

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ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of AD/P
- Tab C - Concurrence of Budget Div.

\* APPROVED:

Date:

*10 Jul 54*



L. R. WHITE

Deputy Director (Administration)

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DISTRIBUTION:

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- 2 - DD/A
- 2 - Logistics Office
- 1 - Comptroller
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\* Approved on the basis that ceiling positions, funds, and incumbents are transferred.

TAB

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Approved For Release 2001/07/12 : CIA-RDP78-03568A000900070029-4

Executive Registry

5-6327

45171  
41*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Management Staff, DD/A

DATE: JUN 2 1954

FROM : Chief of Logistics

SUBJECT: Request for Change in Logistics Office and Office of Comptroller  
Tables of Organization

1. Approximately one year ago two positions were established in the Logistics Office for the purpose of developing data and machine techniques to be used in connection with the processing of materiel requirements. With the concurrence of the former Machine Records Branch, General Services Office, this job was undertaken with Logistics personnel. The work has actually required the service of three persons full time developing the data and techniques and establishing the necessary procedures. This task is now complete and the maintenance and continuance of the system is required.

2. A management review of all functions performed by this Office has just been completed in connection with the Classification Survey now under way. This review, and discussions with representatives of the Management Staff, DD/A, indicates that the handling of this work is now properly a matter of normal routine in the Machine Records Division. Accordingly, discussions have been held by representatives of this Office, Machine Records Division, and the Management Staff and informal agreement has been reached to effect the transfer. Further, it has been concluded that current and anticipated manpower needs for the continuation of the work will require the full time services of two employees who are familiar with both the logistics requirements and machine methods.

3. It is therefore, recommended that Positions Nos. R 521 and R 729 be transferred to Machine Records Division with primary responsibilities to maintain machine records, develop machine methods and accomplish tabulations as necessary to continue this project for the Logistics Office. It is further recommended that incumbents [REDACTED] respectively, together with a ceiling of two (2) be transferred with these positions.

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4. In proposing

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4. In proposing this transfer, it is my understanding that the Machine Records Division will be able to accomplish the required work and in the same manner as though the present arrangement were continued.

[REDACTED]

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JAMES A. GARRISON

LO/AS/ECB:vhm (27 May 1954)

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TAB

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MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Transfer of Positions from Logistics  
Office to Machine Records Division,  
Office of the Comptroller

REFERENCE : Chief of Logistics' Memorandum dated  
2 June 1954

1. The proposal to transfer Position R-521, Supply Requirements Officer, GS-2010-11 and Position R-729, Tab Project Planner, GS-0359-07 from the Logistics Office to the Machine Records Division has been reviewed from a classification standpoint.

2. Based on classification review and discussions with the Chief, Machine Records Division, it has been determined that these positions will be identical to the Tabulation Project Planner, GS-11 and the Tabulating Equipment Operation Supervisor, GS-7 positions currently established. Approval is recommended on this basis.

[Redacted Signature]

George E. Meloon  
Deputy Assistant Director for Personnel

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Attachment  
Referenced Memorandum

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Approved For Release 2001/07/12 : CIA-RDP78-03568A000900070029-4

JUN 30 1954

TAB



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Bud return*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 17 June 1954

FROM : Chief, Budget Division

SUBJECT: Request for Change in Logistics Office and Office of the  
Comptroller Tables of Organization.

1. Reference is made to your memorandum of 2 June 1954 from Chief of Logistics to Chief, Management Staff, DD/A, requesting that two (2) positions now on the T/O of Logistics Office be transferred to the Machine Records Division of the Office of the Comptroller. These two positions are:

<u>Grade</u>	<u>Title</u>	<u>Slot No.</u>	<u>Incumbent</u>
GS-11	Supply reqts officer	R 521	
GS-7	Tab Project Planner	R729	

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2. These positions involve maintenance of machine records, developing machine methods, and accomplishing tabulations in connection with the processing of materiel requirements for the Logistics Office. It is believed that this type of machine work should be in the Machine Records Division of this office. Therefore, the Office of the Comptroller concurs in the request made by the Logistics Office providing ceiling, funds, and incumbents are transferred.

3. If this transfer is approved, these two positions should be changed in title and placed on the Machine Records Division current T/O as follows:

## MACHINE RECORDS DIVISION

Office of Chief

GS-11      Tab Project Planner      M-

Special Projects Branch

GS-7      Tab Equipment Operator Supervisor      M-

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JUN 21 1954